UNITED
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Secretariat

ST/IC/1996/23
3 April 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. The next language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 28 and 29 May 1996. These examinations are open to:

(a) Students who have completed the highest level of a United Nations language course;

(b) Staff members who have not enrolled in a United Nations language course but who can show evidence that they possess, in the language to be tested, a level of knowledge equivalent to that of students who have completed the relevant United Nations language course.

Non-staff members who have not completed the highest level of a United Nations language course are not eligible to sit for the language proficiency examinations.

2. A staff member may take a language proficiency examination to obtain a certificate establishing proficiency in a second official language and, in certain cases:

(a) To benefit from the relevant provisions of General Assembly resolution 2480 B (XXIII) of 21 December 1968;

(b) To qualify for the first or second language allowance under staff rule 103.6.

3. Resolution 2480 B (XXIII) applies to staff members in the Professional and higher categories subject to geographical distribution who work in one of the working languages of the Secretariat and who have an adequate and confirmed

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knowledge of a second official language. The criteria for benefiting from the language incentives provided for under the resolution are set out in administrative instruction ST/AI/207 of 23 December 1971.

4. Under staff rule 103.6, staff members in the General Service and Trades and Crafts categories or in the Field Service category below level 6 are eligible for language allowances. Staff members must be proficient in two official languages and must pass the language proficiency examination in one of them to receive the allowance. To receive a second language allowance they must be proficient in three official languages and must pass the proficiency examination in two of them. Staff members whose mother tongue is an official language of the Organization must pass the examination in another official language, which may be the language in which they are required to be proficient by the terms of their appointment. The language proficiency examination in their mother tongue is waived. Staff members whose mother tongue is not one of the official languages must pass the examination in an official language other than that in which they are required to be proficient by the terms of their appointment. The proficiency examination in that language is waived.

5. Those wishing to take the examination in May 1996 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3-7056). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 p.m. and 3 p.m. from 29 April to 17 May 1996.

6. Successful candidates must pass BOTH the written and oral parts of the examination with a minimum score of 65 per cent in each part.

7. In certain cases in which candidates receive a score of 80 per cent or more on the written examination but fail the oral, the jury adjudicating the examination will review the cases and may allow candidates to retain their written score for the following examination session, for which they must fill out a new application form. In such cases, candidates will receive written notification of the jury's decision and will have to retake only the oral examination at the following session. The same consideration cannot be given, however, for the oral test or to candidates who have not taken both parts of the examination at the same session.

8. The schedule for the written examination for the May 1996 session is as follows:

28 May 1996

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

29 May 1996

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination time in order to allow for check-in procedures.

9. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

10. The number of the conference room in which each examination will be held will be posted in the Secretariat Building on the fourth, fifth and sixth floor bulletin boards and on those in the DC1, DC2, and DC3 buildings. Candidates should check the bulletin boards, as the Training Service cannot send out individual notices for the written examinations.

11. Copies of sample examinations can be obtained in room S-606.

12. Candidates will receive written notification of their examination results by the end of August 1996. No results will be available prior to the official notice.

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Secretariat

ST/IC/1996/24
10 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: INTER-OFFICE MAIL DELIVERIES AND USE OF SPECIAL MESSENGERS

1. In keeping with the objective of the Secretary-General to achieve maximum efficiencies throughout the Secretariat, the following are the new arrangements that have been put into place to effect the pick-up and delivery of inter-office mail, including the special messenger service known as "specials", throughout the Headquarters complex. These arrangements will establish a new schedule for regular messenger pick-ups and deliveries, as well as the procedures for the use of special messengers by authorized officials.

Regular scheduled service

2. Staff members are first reminded that only official correspondence or material required for organizational use may be sent by inter-office mail. Inter-office mail that does not appear to be in conformity with these instructions on content may be left uncollected in the tray.

3. The regular messenger runs will now take place three times daily: at 10 a.m., 2 p.m. and 4 p.m. Mail picked up on the 4 p.m. run will be delivered the next workday on the 10 a.m. run.

4. The mail stations in the Alcoa building and in the UNITAR building will no longer be staffed on a full-time basis. Collection and delivery of mail to these outlying buildings will be accomplished during the regular messenger runs to the central collection/drop-off points at rooms A-6132 and U-522 in the Alcoa and UNITAR buildings, respectively.

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5. Multiple messenger stops within a common space will be consolidated based on the organizational relationship between the offices concerned. A list of all pick-up points on each floor will be posted on the relevant notice-boards and provided to all offices concerned.

Special messenger service

6. The Messenger Unit will accept telephone requests for the pick-up of "specials" only from the immediate offices of the Secretary-General, the President of the General Assembly and the Under-Secretaries-General and Assistant Secretaries-General within the United Nations complex. The telephone extension to be called is 3-5241.

7. It should be noted that only official documents or correspondence that are highly confidential or urgently needed and are not suited for transmission by facsimile or electronic mail may be sent by special messenger. All other mail must be transmitted via the regular messenger runs.

8. The pick-up of "specials" from officials other than those identified in paragraph 6 above will be carried out according to an hourly schedule of pick-ups at predetermined locations. Each such location will be furnished with a tray marked "specials". Senders of "specials" will be required to complete the transmittal slip located by the designated tray, staple it to the messenger envelope and place the messenger envelope in the tray. On those floors where no trays for "specials" have been placed, authorized users will be required to deliver their "specials" to the messenger station serving their floor for forwarding. Messenger stations are at the following locations: rooms S-3794, S-2094, S-1594, S-0294, S-B1-02, S-B3-02, DC-1-0370, DC-2-0395.

9. A scheduled pick-up of "specials" will commence at 9.30 a.m. and every hour thereafter up to 5.30 p.m. "Specials" to and from offices within the Secretariat Building will be delivered, to the extent possible, within an hour from the time of pick-up. "Specials" transmitted between buildings will be delivered, to the extent possible, within 90 minutes from the time of pick-up.

10. After 5.30 p.m. only "specials" to or from the Electronic Messaging Unit (Cable Office) or the Office of the Secretary-General will be picked up.

UNITED
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Secretariat

ST/IC/1996/25
11 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 FIELD SERVICE PROMOTIONS

1. The Secretary-General, having considered the recommendations of the 1995 Field Service Promotion Review Panel, has approved the following promotions for staff members in the Field Service category to the FS-7, FS-6, FS-5, FS-4 and FS-3 levels:

To FS-7

Olivia KOUKOPOULOS
Andrew WATT

To FS-6

James CRAIG
Mary DELLAR

To FS-5

Marylina MABIDA
Lewin RICHARDS

To FS-4

Alan DOYLE
Rudolfus ELFERINK
Haroutune KARAIAN
Michael KIRWAN
Eroni MATALAU
Richard MCKERVEY
Paul MEDHURST
Detlef STOPPOCK
Joseph TEYE
Nigel WILSON

To FS-3

Jukka JUVONEN
Bernard KALAMA
Carsten OLSEN
Kurt SCHOBER
Paramjeet WALIA

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Recourse procedure

2. Staff members are reminded of the criteria for promotion, which include: (a) performance; (b) record of mobility; (c) academic training and professional qualifications and achievements; (d) linguistic proficiency; (e) supervisory abilities and leadership capabilities, as applicable; (f) guidelines and measures to improve the status of women; and (g) seniority in grade and experience. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

3. If a staff member believes that his or her name has been omitted because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters (in 10 copies) must be submitted WITHIN ONE MONTH of the publication date of the present circular and should be addressed to the Chairperson of the 1995 Field Service Promotion Review Panel, through the Secretary of the Panel, room S-2545B.

4. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the list. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

5. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.

UNITED
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Secretariat

ST/IC/1996/26
16 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in March 1996.

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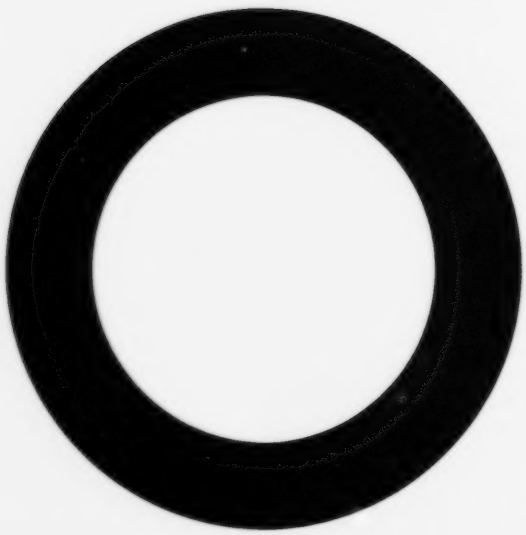
Annex

PLACEMENT AND PROMOTION

1 March to 31 March 1996

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Astete-Miller, Ana Sofia	F	ECLAC	ECLAC	P-3
Kaschitz, Herta	F	DPCSD	DPCSD	P-3
Morris, Virginia	F	OLA	OLA	P-3
Rutten, Lambertus	M	UNCTAD	UNCTAD	P-3
Bargay-Marsol, Arturo	M	UNOV	UNOV	P-4
Chatnilbandh, Keiko	F	ESCAP	ESCAP	P-4
El-Hiny, Hayat	F	UNOV	UNOV	P-4
Malanitchev, Serguei	M	ECE	ECE	P-4
Akoglu, Tunay	M	ESCWA	ESCWA	P-5
Grinblat, Joseph	M	DESIPA	DESIPA	P-5
Al-Alem, Abdullah	M	ESCWA	ESCWA	D-1
Fawzi, Ahmad Hussein	M	DPI	DPI	D-1
Mayanja, Rachel	F	DAM	DAM/OHRM	D-1
Russler, Diana	F	DAM/OCSS	DAM/OCSS	D-1
Ise, Momoyo	F	DAM/OHRM	DAM/OHRM	D-2
TRANSFER				
Gabriele, Alberto	M	ECLAC	UNCTAD	P-2
Grimwade, Donna	F	DPKO	DAM/OPPBA	P-3
Moens, Christiaan Richards	M	DAM/OCSS	UNOG	P-3
Rieth, Christa	F	DPKO	DAM/OHRM	P-4
Rahman, Kazi	M	ESCAP	RCLO	P-5
Beagle, Jan Margaret	F	EOSG	DAM/OHRM	D-1
Tabatabai, Zohreh	F	DPI	DAM/OHRM	D-1



UNITED NATIONS **ST**

Secretariat

ST/IC/1996/27
16 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in March 1996.

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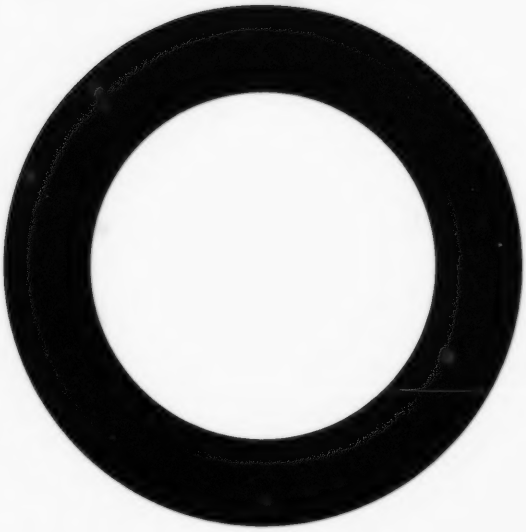
Annex

PLACEMENT AND PROMOTION

1 March to 31 March 1996

Name	Gender	Releasing Dept./ Office	Receiving Dept./ Office	Post level
PROMOTION				
Carlton, Joyce	F	DAM/OHRM	DAM/OHRM	G-5
Carreno, Maria	F	DESIPA	DESIPA	G-5
Chao, Ying	F	DPI	DPI	G-5
Fedorova, Olga	F	DAM/OCSS	DAM/OCSS	G-5
Gaston, Daisy	F	DESIPA	DESIPA	G-5
Luque, Marta	F	DESIPA	DESIPA	G-5
Mahadevan, Ramnath	M	ICSC	ICSC	G-5
Makita, Kirit	M	DAM/OHRM	DAM/OHRM	G-5
Malebranche, Karine	F	DAM/OHRM	DAM/OHRM	G-5
Patriarca, Jerome*	M	UNJSPF	UNJSPF	G-5
Rathgama Guruge, Jayantha	F	DAM/OCSS	DAM/OCSS	G-5
Savina, Irina	F	DAM/OCSS	DAM/OCSS	G-5
Zheleznova, Ekaterina	F	DAM/OCSS	DAM/OCSS	G-5
DeRhen, Andrew	M	DAM/OCSS	DAM/OCSS	G-6
George, Saramma	F	DAM/OPPBA	DAM/OPPBA	G-6
Jordan, Carl	M	DAM/OPPBA	DAM/OPPBA	G-6
Mathangani, Edwin	M	UNJSPF	UNJSPF	G-6
Ng, Jean	F	DAM/OPPBA	DAM/OPPBA	G-6
Rodriguez, Yolanda	F	DAM/OPPBA	DAM/OPPBA	G-6
Shcherbinina, Irina	F	DAM/OCSS	DAM/OCSS	G-6
Tang, Ella	F	DAM/OPPBA	DAM/OPPBA	G-6
Hubbard, Mauricette	F	DAM/OHRM	DAM/OHRM	G-7

* The Secretary-General has approved the promotion of the staff member to the G-4 level against a post at the G-5 level.



UNITED NATIONS **ST**

Secretariat

ST/IC/1996/28
16 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. The following list contains the names of the staff members who were not included in the 1995 placement and promotion lists for staff in the Professional category and above which were issued previously.

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Yostos, Emilie	F	DAM/OPPBA	OIOS	P-4
Hills, Adrian	M	OIOS	OIOS	P-3
O'Neill, James	M	OIOS	OIOS	P-3
Greig, Joanne	F	UNDCP	UNDCP	P-3
Kawabata, Kiyotaka	M	DPA	DPA	P-3
Shiotani, Kyoko	F	DPKO	DPKO	P-3

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UNITED
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Secretariat

ST/IC/1996/29
25 April 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: TERMS OF REFERENCE FOR INVESTIGATIONS BY THE OFFICE OF INTERNAL OVERSIGHT SERVICES: "MISMANAGEMENT, MISCONDUCT, WASTE OF RESOURCES AND ABUSE OF AUTHORITY"*

I. INTRODUCTION

1. The Office of Internal Oversight Services (OIOS) exercises operational independence under the authority of the Secretary-General in the conduct of its duties and is authorized to initiate, carry out and report on any action that it considers necessary to fulfil its responsibilities. 1/ The purpose of OIOS is to assist the Secretary-General in fulfilling his internal oversight responsibilities, which extend to the staff and resources of the Organization as well as to separately administered organs. 2/

2. Among its several duties, OIOS is mandated to investigate reports of violations of United Nations regulations, rules and other pertinent administrative issuances and to transmit to the Secretary-General the results of such investigations together with appropriate recommendations to guide the Secretary-General in deciding on jurisdictional or disciplinary action to be taken. 3/ The Investigations Section of OIOS has been given responsibility for carrying out such investigations.

3. The Investigations Section is authorized to assess the potential within programme areas for fraud and other violations through the analysis of systems of control in high-risk operations, as well as offices away from headquarters. 4/ Additionally, the Section may receive reports from staff and other persons engaged in activities under the authority of the Organization

* Personnel Manual index No. 1052. 010596

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suggesting improvements in programme activity and reporting perceived cases of possible violations of regulations or rules as well as possible cases of (a) mismanagement, (b) misconduct, (c) waste of resources or (d) abuse of authority. 5/

4. When the Investigations Section has completed an investigation, the Section/OIOS must report the results of the investigation to the Secretary-General or to his authorized designee, unless the Section/OIOS determines that, in the circumstances, such action is unnecessary. Upon receiving a report of an investigation, the Secretary-General must then determine whether the nature of the reported conduct of staff members constitutes "misconduct", within the meaning of chapter X of the Staff Regulations and Staff Rules, or "unsatisfactory performance", within the meaning of chapter IX of the Staff Regulations and Staff Rules. Following that determination, the Secretary-General must next decide whether to institute disciplinary proceedings in the case of misconduct, to institute appropriate proceedings in relation to unsatisfactory performance or to take other suitable measures. No matter what determination is made by the Secretary-General, staff are entitled to the full protection of the procedures prescribed in the Staff Regulations and Staff Rules, as interpreted by the United Nations Administrative Tribunal. 6/ Moreover, the report and recommendations of the Investigations Section/OIOS notwithstanding, the Secretary-General has discretion to decide that the matters described in the report of the Section/OIOS do not warrant further action and may so inform OIOS.

II. DEFINITIONS OF CATEGORIES OF CONDUCT

5. In order to better guide the Investigations Section/OIOS in conducting investigations and to more clearly apprise staff members, OIOS has elaborated four categories of activities for which the Section/OIOS has been mandated to receive reports from staff and other persons engaged in activities under the authority of the Organization. These elaborations derive from the Charter of the United Nations, the Staff Regulations and Staff Rules, other pertinent administrative issuances and decisions of the United Nations Administrative Tribunal. The elaborations will be applied by the Section/OIOS to investigations of staff and, *mutatis mutandis*, 7/ to United Nations officials who are not staff members or others engaged in activities under the authority of the Organization. The elaborations are grouped under the two principal classifications derived from the Charter and the Staff Regulations. However, these two principal classifications are not mutually exclusive; for example, on the one hand activities that may be seen to constitute "misconduct" may, and often do, also constitute "unsatisfactory performance" while actions that may seem to constitute unsatisfactory conduct might, in egregious cases, constitute misconduct.

A. Misconduct

6. Staff rule 110.1 defines misconduct as follows:

> "Failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or

other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct within the meaning of staff regulation 10.2, 8/ leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct."

Activities that would constitute a failure to maintain the highest standards of integrity include, for example, the following:

(a) Any wilful and unwarranted disregard of the Organization's legislative mandates or of its Staff Regulations and Staff Rules and other administrative issuances and any failure to exercise proper care that is either intended to result in personal benefit or misappropriation of monetary or other resources of the Organization;

(b) Any act, for example, any type of false certification in respect to claims for benefits and allowances, or failure to act, which demonstrates a failure to maintain the highest standards of integrity required by the Charter as well as any statement, written or oral, or silence that is intended to mislead and that results in the misappropriation of monetary or other resources of the Organization.

B. Unsatisfactory performance

7. The Charter requires staff to perform in accordance with the "highest standards of efficiency [and] competence". Lapses from that standard may be characterized as "unsatisfactory performance". Activities that would constitute a failure to meet the highest standards of efficiency and competence and, therefore, that could be characterized as "unsatisfactory performance" include the following:

(a) Mismanagement includes, for example:

(i) Any unreasonable failure of a staff member to perform efficiently, competently and with the best interests of the Organization in mind, all assigned tasks, duties and management responsibilities in connection with United Nations programmes and its operations, contracts and resources;

(ii) Any unreasonable failure by a staff member to ensure that consultants and contractors are retained on such terms and for such tasks as are in the best interest of the Organization and to adequately supervise those consultants or contractors so as to ensure that they are paid only if they perform as agreed;

(b) Waste of resources includes, for example:

(i) Any unreasonable failure to ensure that the monetary or other resources of the Organization are used solely, efficiently and effectively for the purposes of the Organization or for its benefit;

(ii) Any unreasonable act or failure to act, which, as a direct result of a failure to exercise due care, causes loss to the Organization;

(c) Abuse of authority includes, for example, any discharge of management responsibilities and any act or failure to act, which is motivated other than by the interests or purposes of the Organization.

Notes

1/ General Assembly resolution 48/218 B of 29 July 1994.

2/ Secretary-General's bulletin ST/SGB/273 of 7 September 1994.

3/ General Assembly resolution 48/218 B, para. 5 (c) (iv).

4/ ST/SGB/273, para. 17.

5/ ST/SGB/273, para. 18.

6/ Pursuant to paragraph 7 of its resolution 48/218 B, the General Assembly requested the Secretary-General "to ensure that procedures are ... in place that protect individual rights, the anonymity of staff members, due process for all parties concerned and fairness during any investigations". These procedures are detailed in paragraph 18 of the Secretary-General's bulletin ST/SGB/273.

7/ The definitions will be applied generally to officials who are not staff members or others engaged in activities under the authority of the Organization, taking into account, as necessary and appropriate, the different status of such officials and others or their relationship to the Organization. Generally, "others" engaged in activities under the authority of the United Nations are contractors, either corporate or individual, whose relationship to the Organization is governed by a contract that, at least in part, defines the scope of the Organization's remedies for activities within these definitions.

8/ Staff regulation 10.2 provides as follows:

"The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

"He may summarily dismiss a member of the staff for serious misconduct."